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Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, April 4, 2006

Arts & Sciences Finance and Service Committee

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**Finance and Service Committee
School of Arts and Sciences**

MINUTES for April 4, 2006
Olin Conference Room, 12:30 – 1:45PM

Committee Members Present: Dexter Boniface, Larry Eng-Wilmot, Scott Hewit, Dick James (Secretary), Dorothy Mays (Chair)
Guests: Les Lloyd, George Herbst

I. Old Business:

- a. Minutes from the March 21, 2006, meeting were approved.
- b. Dorothy provided the status of Joan Davison's request concerning the amount of the current tuition grant (\$2000). Data via a survey is being collected; 17 of 35 colleges have responded to the survey. Currently, only 30 – 35 Rollins employees take advantage of this benefit, but George pointed out that the program does cost approximately \$50,000/year. The Committee agreed that this should be an action topic for next year's Committee. George suggested that the topic should be expanded to include all "tuition help programs" to see if these programs represent a "best allocation" of funds.

II. New Business:

- a. **Information Technology Status:**
 - i) Les Lloyd, Associate Vice President for Information Technology, presented the Annual Report on the IT Master Plan. Copies of the Report were distributed to the Committee.
 - ii) Les reviewed the IT Master Plan updates, which described the areas of progress as well as on-going activity for each of the specific items in the Master Plan. The focus for the past academic year has been on bringing technology into the classrooms and the development of the hi-tech classroom in Bush. Twenty (20) classrooms are scheduled for technology upgrades during the upcoming summer period. The scheduled changes to these classrooms should make them easier to use. Les stated that his staff has learned how to better handle classroom technology needs; and, have developed a database containing what have, as well as is needed, in every classroom.
 - iii) Les stated that he is continuing to push the Academic Affairs Committee to consider a "technology skills" requirement for graduation from Rollins. He expressed hope that the new curriculum initiative will consider this need. Dexter asked if any tests were being given to assess student technology skills; Les replied that currently we are doing nothing to assess graduating students.
 - iv) The Report included a graph depicting our bandwidth utilization for the past four years as well as a prediction of our needs over the next two years. This is the first time that the IT Department has had the capability to actually predict future needs. Since their prediction shows that our current bandwidth capacity will be exceeded this Fall, the IT Department is already planning to purchase increased capacity. This will only require increasing capacity from our Internet provider and will not

necessitate any hardware or software changes to our current infrastructure. Les said that they are now in the beginning stages of investigating the costs associated with joining the “Web II” consortium.

- v) Les reported on the current 24/7 support that is in place using a third-party vendor (*i.e.*, out-sourced). The current level of support is minimal until a survey can be done to assess its effectiveness.
- vi) The Committee that developed the IT Master Plan extended their service another year. Starting in the Spring term, one-third of the Committee will be replaced. The current members will select the new members so that the Committee will be self-perpetuating. Members will be asked to serve for three years. The Committee only meets twice a year. When asked, Les said that this Committee is not a standing committee of either the College or Arts & Sciences. He did point out that the makeup of the Committee attempts to draw members from all campus groups.
- vii) Les has invited a Peer Review Team to assess the effectiveness of the Master Plan and IT’s support of the College’s mission. The Team will be on-site next week to meet with various constituencies from the College to discuss five specific areas. The Peer Review is being done in response to our QEP and not because of any specific concerns with the IT Department.

b. Financial Aid Assessment:

- i) After last meeting’s review of the proposed budget, the question was raised on essentially “what are we getting” for the funds expended on Financial Aid. The Committee discussed the relevance of such a question and decided to proceed next year with the assessment. Dorothy has asked Jim Eck to provide the Committee with the type of data that is available for this activity. Dorothy asked the Committee to send her specific data requests that may be of help; she will forward them to Jim. George reported that he had mentioned to President Duncan that the Committee was going to address this question and the President was in favor of this assessment.

The next meeting will be next Tuesday, 2 May, at 12:30 in the Olin Conference Room. Roger Casey and Pat Lancaster (and maybe Jim Eck) will be the guests.

Respectfully submitted,

Dick James, Secretary